

# ASSOA ATTENDANCE POLICY

## Distance Education students



### Purpose

For students to continue to learn, progress and reach their full potential, the school expects every student to fully engage with their learning program. Weekly attendance and engagement will be measured by:

1. Student participation in PLTs
2. Student participation in IDL lessons – students who have access to IDL are expected to attend scheduled lessons for the subjects they are enrolled in.
3. Student work returns – at least 75%\* of work tasks completed and returned via mail/electronically as described in the course materials.

Attendance data will be captured for two purposes at ASSOA. Firstly, attendance data will be entered into SAMS as it is a system requirement. The second purpose is to identify and then support students at risk due to low attendance, and this requires more fine grain detail which SAMS is not able to capture for the distance education context. These guidelines apply to dual enrolled students as well as those only enrolled in ASSOA.

### SAMS Guidelines

- All students will be marked as 100% unless the school has been notified that they are sick, or that they are away, in which case the relevant code will be used.
- Teachers to notify Front Office Admin if they have been notified of an absence (by an adult for primary students).
- Before the twice termly validation of SAMS data occurs, there is an opportunity to change an N code to 'present' if adequate work has been submitted.
- If a student was not away or sick yet did not return adequate work, this is not captured in SAMS but is followed up via our Student at Risk Attendance Tracker/procedure.

### SAMS Procedure

1. Teachers to notify Front Office Admin if the family has notified them of an absence.
2. At the end of the validation period Front Office Admin will notify teachers which students have been marked as N in that period.
3. Teachers will notify Front Office Admin if the student has submitted adequate work even though they were away for that period, and request the N is changed to 'present'.

### Students 'at risk' Guidelines

Students may be at risk in their learning, due to low attendance, if they attend IDL or PLTs less than 90% of the time (without a valid excuse) and/or submit less than 75% of work expected. This does not apply to students with mental health issues. If students have mental health issues and are not attending and engaging in their learning as outlined in their Student Support Plan or EAP, after one term the Special Education Teacher will contact the relevant health practitioner and ask if this attendance is reasonable. If the attendance is not considered reasonable then the student will be referred to the Department of Education Student Engagement Team.

'N' for notified means a sanctioned absence and can be used for mustering, family holidays or similar. It is not expected that work is submitted when a student is absent. As per the Department of Education Attendance

Guidelines, the 'N' code can be used for up to two weeks at the discretion of the Principal. This code is considered 'absent' for the purpose of the attendance section on the student report.

Leadership Team to review 'N' rate per student before each validation.

Students may be 'at risk' if they:

- have 1 week of less than 90% attendance at IDLs or
- have not attended a PLT over a 2 week period
- have submitted less than 75% of required work to an acceptable standard over 2 weeks

## Students 'at risk' Procedure

1. ASSOA teachers will keep accurate records on the **class rolls** and monitor every student's attendance through the following:
  - Student attendance at PLTs
  - Student attendance at IDL lessons
  - Student work returns
2. ASSOA teachers use the above information to identify any students 'at risk'.
3. Once students have been identified as being 'at risk' they will require specific interventions to resolve their attendance issues. The following procedures will be applied.

### Level 1 Interventions

Once a student is identified as 'at risk' the teacher completes the **Student Attendance Tracker** and makes phone contact with the parent if they have not already done so. An email is to be sent as a follow up to a phone conversation, using the **template email**. A phone call must be made before the email is sent.

### Level 2 Interventions

1. If not resolved after a further week Assistant Principal discusses attendance concerns with parents and identify ways to rectify issues – notes taken from meeting are kept on eSRF and a copy sent to parents.
2. If not resolved within 2 weeks (2 weeks after parent discussion) – Assistant Principal notifies Principal and Assistant Principal sends to parents **Letter 1** documenting attendance concerns.
3. If not resolved within 2 additional weeks (4 weeks after parent discussion) – Assistant Principal notifies Principal and Principal sends to parents **Letter 2** documenting attendance concerns and consequence to involve Attendance and Truancy Officers.

### Level 3 Interventions

4. If not resolved within 2 additional weeks (6 weeks after parent discussion) – Assistant Principal notifies Principal and Student Engagement Officers and a **Student Attendance Plan** is developed and implemented.
5. If ongoing attendance concerns are not resolved – Principal seeks advice from DoE director.

Each term, the Front Office Admin provides requested attendance data to Centrelink.

### Recording attendance and engagement

Class teachers will keep a class roll recording attendance at IDLs and PLTs and fortnightly work returns. Class rolls are to be given to the Front Office Admin Officer at the end of each term.

The codes below are used to record attendance at IDLs and PLTs.

The class roll will also include a column to indicate whether acceptable work returns over the previous fortnight have been greater than 75% or not. This section to be completed Friday of every even school week.

#### Attendance codes

P = Present	U = Un-notified Absence	E = Excursion
N = Notified (Sanctioned Absence) eg speech therapy, travel for work- reason must be given	X = Notified (Unacceptable Absence) eg family holiday (greater than 2 weeks)	S = Notified (Sick)
C = Connectivity Issues	B = Attendance not Required	L = Late

If the codes N, C, B, S, E, S or L are recorded then the day for which it is recorded is not included when working out the attendance percentage for that week or month.

#### Location of attendance documentation

	Template	Completed docs
<b>Class rolls</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Administration\Attendance">L:\Administration\Attendance</a>
<b>Student Attendance Tracker</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Administration\Attendance">L:\Administration\Attendance</a>
<b>Email Template</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Students\Communications">L:\Students\Communications</a>
<b>Letter 1</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Students\Communications">L:\Students\Communications</a>
<b>Letter 2</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Students\Communications">L:\Students\Communications</a>
<b>Student Attendance Plan</b>	<a href="L:\Policies\attendance">L:\Policies\attendance</a>	<a href="L:\Students\Communications">L:\Students\Communications</a>

\*Eligibility for Assistance for Isolated Children payments, as administered by Centrelink, is completion of 75% of expected work.